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ABSTRACT

This cumulative index of approximately 800 publications, reports, and articles issued by the Manpower Administration covers the period January 1969 through June 1972. Items are listed alphabetically under 55 major subject headings, and in addition to title, entries include the periodical source, pagination, availability, and the cost of reprints when free copies are not available. A list of periodicals issued by the Manpower Administration and a supplement covering the period July through December 1972 are included. (SB)

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INDEX to Publications of the Manpower Administration

January 1969 Through June 1972

U.S. DEPARTMENT OF LABOR
James D. Hodgson, Secretary
MANPOWER ADMINISTRATION

1972

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PREFACE

This cumulative index of publications issued by the Manpower Administration covers the period January 1969 through June 1972. It includes about 800 publications, reports, and articles.

Most items are listed only once by major subject. In a few cases there are multiple entries, notably for the Manpower Reports of the President and *Manpower* magazine. Chapters and major subdivisions of the Manpower Reports and all articles in *Manpower* magazine are indexed separately. (For more detailed references to articles in *Manpower*, see the subject and author index to the magazine issued annually in January.) A list of the major headings appears on page v. For your convenience there is also a list of periodicals issued by the Manpower Administration.

Inclusion in the index does not imply that the publication is presently available from the Manpower Administration. Some of the more recent publications are still available, but stocks of the earlier ones may be depleted. The notation o.p. after a title indicates that the publication is out of print, and there are no plans to reprint it. For reference, most can be found in the Manpower Administration Information Office, the State employment security agency offices, and the offices of the Regional Manpower Administrators (see addresses on inside back cover). Some are also in public and university libraries.

While supplies last, a single copy of any publication for which no price is indicated may be obtained free by writing a letter to the Inquiries Section, Office of Information, Manpower Administration (MIC), U.S. Department of Labor, Washington, D.C. 20210. When requesting copies of articles in *Manpower* magazine, please order by date of issue only, *not by title of article*. (Each request should be limited to five items.) In ordering publications for which a price is indicated, write the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, and enclose payment.

PERIODICALS

Area Trends in Employment and Unemployment (monthly)

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Automotive Trades, Apprenticeship Schedules for the, 1970 Edition, 76 pp.

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Lathing Industry, National Standards of Apprenticeship for the, 1970 Edition, 34 pp.

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The E&D Program—Exploring New Approaches to Manpower Problems, February 1969, 8 pp., 15¢

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A Guide for Summer Youth Programs (E&D project report), May 1969, 37 pp.

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What Happens Now? (pamphlet for Job Corps graduates), Reprinted 1971, 31 pp.

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Credentials and Common Sense, Manpower Report No. 13, 1968, reprinted 1969, 6 pp., o.p.

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Does Everybody Need a High School Diploma? in *Manpower*, February-March 1969, pp. 7-9

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Handbook for Job Restructuring, 1970, 46 pp., 55¢

A Handbook for Upgrading Low-Skilled Workers, R&D Findings No. 13, 1972, 85 pp.

Job Development for the Hard-to-Employ, MDTA E&D Findings No. 4, June 1968, reprinted 1969, 119 pp.

Making Better Use of Health Personnel, in *Manpower*, April 1969, pp. 2-6

New Careers—Jobs with a Future and a Profession, 1969, 8 pp., 15¢

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PEPing Up Local Employment and Services, in *Manpower*, April 1972, pp. 2-8

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Americans Volunteer, Manpower Research Monograph No. 10, April 1969, 43 pp., 50¢

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Career Thresholds, Manpower Research Monograph No. 16, Vol. 1, 1970, 266 pp., $2; Vol. 2, 1971, 160 pp., $1.25; Vol. 3, 1971, 165 pp., $1.50

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Dual Careers, Manpower Research Monograph No. 21, Vol. 1, 1970, 285 pp., $2.25

Employer Manpower Planning and Forecasting, Manpower Research Monograph No. 19, 1970, 38 pp., 50¢

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Finding Jobs for Negroes, Manpower Research Monograph No. 9, November 1968, Reprinted 1970, 13 pp., 30¢

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Hiring Standards and Job Performance, Manpower Research Monograph No. 18, 1970, 35 pp., 50¢

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Retardation, Poverty, and Jobs, in *Manpower*, September 1969, pp. 30-32

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Some Ingredients for "Making It," in *Manpower*, August 1971, pp. 2-9

Special Job Creation for the Hard-to-Employ in Western Europe, Manpower Research Monograph No. 14, 1970, 44 pp., 50¢

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Toward a Brighter Blue Collar, in *Manpower*, March 1971, pp. 28-32

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- Vol. 1, An Optimum Training System in Apprenticeable Occupations, 1970, 24 pp., 25¢
- Vol. 2, The Training System in the Pipe Trades, 1971, 52 pp., 35¢
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- Vol. 4, The Training System in Printing Trades, 1971, 28 pp., 25¢
- Vol. 5, High School Students View Apprenticeship, 1971, 16 pp., 20¢

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Toward a Manpower Partnership (excerpts from President Nixon's Message to Congress on the Manpower Revenue Sharing Act), in *Manpower*, April 1972, pp. 30-31

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From Migrant Stream to Mainstream, in *Manpower*, July 1971, pp. 10-17

Interstate Farm Labor Contractors—Facts About Registration and Insurance, 1972, folder

Japanese Cultivate U.S. Farm Skills, in *Manpower*, October 1969, pp. 20-22

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New Shape of the Rural Labor Market, in *Manpower*, September 1969, pp. 20-23

Review of Rural Manpower Service, 1972, 152 pp.

Rural Americans, in *1969 Manpower Report of the President*, pp. 110-112

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When Disaster Strikes, in *Manpower*, October 1971, pp. 19-23

Young Migrants Harvest Diplomas, in *Manpower*, May 1972, pp. 28-32

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Do You Want a Job? 1970, 8 pp., 15¢

Farmworker, Want a Job With Good Housing? 1970, folder

Every Girl Needs a Chance to Become Somebody (Job Corps), 1970 Revised, 24 pp.

Is There a Job in Your Future? (Job Corps), 1970, 16 pp.

SPANISH LANGUAGE PUBLICATIONS (Continued)

Job Corps recruitment brochures and poster:

You Can (poster for men and women)

You Can (for men), 12 pp.

You Can (for women), 12 pp.

You Can Help Her (for parents of women), 12 pp.

You Can Help Him (for parents of men), 12 pp.

Manpower Services, 1970 Revised, folder

Manpower Programs pamphlets, 1970, 15¢ each:
Apprentice Training, 9 pp.; CEP, 8 pp.; The JOBS Program, 6 pp.; MDT, 9 pp.; NYC, 7 pp.; Older Workers, 8 pp.; PSC, 8 pp.; WTI, 6 pp.; YOC, 8 pp.

Manpower Programs flyers, 1970: CEP and NYC

SPECIAL IMPACT PROGRAM

Special Impact Program, in *1969 Manpower Report of the President*, pp. 104-105

STATE AND LOCAL GOVERNMENTS

All in a Day's Work, in *Manpower*, July 1971, pp. 2-8

Business and the Urban Crisis, in *Manpower*, May 1969, pp. 6-8

City Jobs: Rich Potential for the Poor, in *Manpower*, May 1970, pp. 12-15

Comparison of State UI Laws (Revised semiannually), approx. 124 pp.

DCMA: A Unified Attack on Manpower Problems, in *Manpower*, January 1969, pp. 16-19

Developing an Urban Strategy, in *Manpower*, May 1969, pp. 2-5

Equal Opportunity in Government Employment, in *1970 Manpower Report of the President*, pp. 107-115

The Federal-State Organization, in *1969 Manpower Report of the President*, pp. 124-131

Ghetto Business Development—Performance and Prospects, in *Manpower*, September 1969, pp. 2-8

Government Expenditures and Manpower Requirements, in *1971 Manpower Report of the President*, ch. 5, pp. 147-176

Help for Employers From the Public Employment Service, 1972, folder

Impact, on the Community, chapter in *Breakthrough for Disadvantaged Youth*, 1969, pp. 7-36, 35¢

Improving Communications With the Public, Handbook for Employment Security Local Office Managers, April 1969, 48 pp.

Keeping the Employment Service Relevant, in *Manpower*, April 1970, pp. 24-26

Lessons from Charcoal Alley, the Watts CEP, in *Manpower*, February-March 1969, pp. 2-6

Local Systems for the Delivery of Manpower Services, in *1969 Manpower Report of the President*, pp. 131-137

Manpower Modelmaker, in *Manpower*, October 1970, pp. 8-14

New Towns and the Search for an Urban Solution, in *Manpower*, July 1969, pp. 15-20

Opening New Routes to City Jobs, in *Manpower*, March 1971, pp. 23-26

Opening Public Jobs to the Disadvantaged, in *Manpower*, April 1972, pp. 9-13

Phoenix on 14th Street, in *Manpower*, March 1970, pp. 30-32

President Would Expand Local Role in Manpower Training, in *Manpower*, October 1969, pp. 28-29

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Public Employers Feel Growing Pains, in *Manpower*, November 1969, pp. 14-18

Public Employment and Manpower Policy, in *Manpower*, March 1971, pp. 19-22

Public Services, City Jobs for City Needs, in *Manpower*, September 1969, pp. 9-11

School Counselor Looks at the Employment Service, in *Manpower*, January 1970, pp. 22-24

Significant Provisions of State UI Laws (semiannually), 2 pp.

Mrs. Smith Goes to Towns, in *Manpower*, October 1970, pp. 20-24

States to Play Larger Role Under New MDTA Amendments, in *Manpower*, January 1969, p. 25

Trenton Plans a Model City, in *Manpower*, November 1969, pp. 8-11

Unemployment Insurance: State Laws and Experience, 1969 Revised, 68 pp., o.p.

The Urban Crisis, Reality or Myth?, in *Manpower*, May 1972, pp. 9-13

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STATISTICS

Area Trends in Employment and Unemployment (monthly), approx. 36 pp.

Employment and Wages (workers covered by unemployment insurance) (quarterly), approximately 130 pp.

Employment Service Statistics (monthly), approx. 12 pp.

Enrollments in WIN Components, in *Manpower*, December 1971, p. 14

Manpower Expenditures for FY 1973, in *Manpower*, April 1972, p. 25

Statistical Appendix, in *1970 Manpower Report of the President*, pp. 207-329

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Statistics on Manpower, A Supplement to the *1969 Manpower Report of the President*, 108 pp., $1

Statistics—Training Programs, in *Manpower*, January 1970, p. 32

Statistics—Training Programs, in *Manpower*, July 1970, p. 28

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Unemployment Insurance Statistics (monthly), approx. 28 pp.

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Preparing the Disadvantaged for Tests, in *Manpower*, July 1970, pp. 24-26

Testing, Counseling, and Supportive Services, chapter in *Breakthrough for Disadvantaged Youth,* 1969, pp. 61-116, 60¢

Testing Without Reading, in *Manpower*, May 1971, pp. 7-12

Work Samples—New Tools for Getting the Unemployed Into Jobs, in *Manpower*, January 1969, pp. 22-24

TRAINING

Auto Mechanics: Time for a Model Change? in *Manpower*, February 1970, pp. 15-21

Banking on People, in *Manpower*, May 1970, pp. 8-11

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U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION

1973

This supplement to the index lists all publications issued by the Manpower Administration for public information during the period July 1972 through December 1972. A new index will be published at the end of June 1973.

While supplies last, a single copy of any publication for which no price is indicated may be obtained free by writing a letter to the Inquiries Section, Office of Information, Manpower Administration (MIC), U.S. Department of Labor, Washington, D.C. 20210. (Each request should be limited to five items.) When requesting copies of articles in *Manpower* magazine, please order by date of issue only, *not by title of article.*

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Draftsmen, National Apprenticeship and Training Standards for, 1972, 22 pp.

Electricians, National Pattern Standards of Apprenticeship and Training, 1972, 25 pp.

His Kind of Work, in *Manpower,* July 1972, p. 23

The National Apprenticeship Program, 1972 Revised, 32 pp.

Ophthalmic Finisher-Dispenser, National Apprenticeship Standards for, 1972 Edition, 21 pp.

Painting and Decorating and Drywall Taping, National Apprenticeship and Training Standards for, 1972 Edition, 30 pp.

Retail Meat Cutting Industry, National Apprenticeship Standards for the, 1972, 21 pp.

EDUCATION

Career Guidance: A Call for Change, in *Manpower,* November 1972, pp. 10-14

Educated Manpower and National Goals, in *Manpower,* October 1972, pp. 8-13

Education, Jobs, and Race, in *Manpower,* July 1972, pp. 10-14

Spurring Minority Interest in Science, in *Manpower,* December 1972, pp. 28-32

Vocational Education Today, in *Manpower,* November 1972, pp. 2-9

EMERGENCY EMPLOYMENT ACT

Emergency Employment Act: An Assessment, in *Manpower,* December 1972, pp. 22-27

ENGINEERS, SCIENTISTS, AND TECHNICIANS

Educated Manpower and National Goals, in *Manpower,* October 1972, pp. 8-13

Technology Reemployment Program, in *Manpower,* July 1972, p. 28

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Manpower Policy in Western Europe, in *Manpower* November 1972, pp. 16-22

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Disabled Police Prove No Handicap, in *Manpower,* November 1972, pp. 29-31

HEALTH MANPOWER

The Doctor Dilemma, in *Manpower,* July 1972, pp. 2-9

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JOB BANK AND JOB MATCHING

GI's Draw on Job Bank, in *Manpower,* October 1972, pp. 26-27

JOB CORPS

Building Craftsmen From the Ground Up, in *Manpower,* August 1972, pp. 22-28

Directory of Job Corps Centers, 1972 Revised, 21 pp.

Helping Hands, in *Manpower,* December 1972, pp. 14-20

The Job Corps Learns Spanish, in *Manpower,* September 1972, pp. 7-15

Job Corps Residential Living Manual, 1972, 148 pp., $1.50

Sickle Cell Anemia and Sickle Cell Trait, 1972, folder

JOBS PROGRAM

JOBS Upgrading—Greater Profit Through Increased Productivity, 1972, 65 pp.

"Losers" Master Their Craft, in *Manpower,* October 1972, pp. 14-17

LABOR UNIONS

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Building Craftsmen From the Ground Up, in *Manpower,* August 1972, pp. 22-28

Journeyman Training in the Pipe Trades, in *Manpower,* August 1972, pp. 29-32

Junk No More, in *Manpower,* October 1972, pp. 22-24

Organized Labor: The Great Educator, in *Manpower,* August 1972, pp. 14-20

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Unions and Manpower: A Natural Partnership, in *Manpower,* August 1972, pp. 2-5

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Manpower Policy and the Nation's Economy, in *Manpower,* October 1972, pp. 2-7

Manpower Policy in Western Europe, in *Manpower,* November 1972, pp. 16-22

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A Chance to Be (SER), in *Manpower,* September 1972, pp. 16-22

America's Spanish-Speaking: A Profile, in *Manpower,* September 1972, pp. 30-34

Cutting Into Poverty (SABER), in *Manpower,* September 1972, p. 29

Directory of Minority College Graduates, 1971-72, 1,319 pp., $8

Employment Service Placements (Spanish-Speaking), in *Manpower,* September 1972, p. 35

Forum for Action (Puerto Ricans), in *Manpower,* September 1972, pp. 23-28

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"Losers" Master Their Craft, in *Manpower,* October 1972, pp. 14-17

Making Every Opportunity Count (Mexican Americans), in *Manpower,* September 1972, pp. 36-40

Progress Report—The Quest for Equity (Spanish-Speaking), in *Manpower,* September 1972, pp. 2-6

The Remembered Minority, in *Manpower,* September 1972, cover 2

Spurring Minority Interest in Science, in *Manpower,* December 1972, pp. 28-32

NEGROES

Education, Jobs, and Race, in *Manpower,* July 1972, pp. 10-14

NEIGHBORHOOD YOUTH CORPS

The Neighborhood Youth Corps—Hope and Help for Youth, 1972 Revised, 9 pp., 15¢

The Neighborhood Youth Corps, 1972 Revised, flyer

OCCUPATIONS

Look Who's Wearing Lipstick (women in "men's" jobs), in *Manpower,* December 1972, pp. 2-9

Retail Trade—Selected Department Store Occupations, 1972, 103 pp., 50¢

OLDER WORKERS

Crosstides in Mainstream, in *Manpower,* July 1972, pp. 29-32

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Employment Service Placements (Spanish-Speaking), in *Manpower,* September 1972, p. 35

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PRISONERS/PAROLEES/EX-CONVICTS

Five-Time Loser Finally Wins, in *Manpower,* July 1972, pp. 24-27

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"Hitchhiking" to Rural Jobs, in *Manpower,* November 1972, pp. 24-28

Training Rural Supervisors, 1972, 12 pp.

Training Rural Supervisors, 1972, flyer

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Your Rights Under the New Work Incentive Program, 1972, 12 pp.

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Remodeling the Employment Service, in *Manpower,* July 1972, pp. 16-22

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Tests Win a Vote of Confidence, in *Manpower,* December 1972, pp. 10-12

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Enrollment in Manpower Programs, in *Manpower,* November 1972, p. 23

Ingenuity Builds a Library (Skills Center), in *Manpower,* October 1972, pp. 19-21

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Union Training Funds by Program, in *Manpower,* August 1972, p. 21

UNEMPLOYMENT INSURANCE

If Disaster Strikes—You Should Know About Disaster Unemployment Insurance, 1972, folder

VETERANS AND SERVICEMEN

GI's Draw on Job Bank, in *Manpower,* October 1972, pp. 26-27

Serving Those Who Served, in *Manpower,* August 1972, pp. 6-12

Vietnam Veterans in Manpower Programs, in *Manpower,* October 1972, p. 25

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Helping Hands (WICS), in *Manpower,* December 1972, pp. 14-20

WELFARE

Manpower Facts: Brief Facts About the New WIN Program, 1972, flyer

Tax Credit—Employers Can Win, Too, 1972, folder

Tax Credit for Hiring People Under WIN, 1972, folder

Your Rights Under the New Work Incentive Program, 1972, 12 pp.

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Look Who's Wearing Lipstick, in *Manpower,* December 1972, pp. 2-9

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Comparison of State Unemployment Insurance Laws (revised biannually)

The Corpsman (biweekly)

Employment and Wages—workers covered by unemployment insurance (quarterly)—transferred to Bureau of Labor Statistics with the 3rd quarter 1971 issue.

Manpower Magazine (monthly)

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Manpower Research and Development Projects (annually)

Rural Manpower Developments (irregularly)

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Building Better Bridges (teeth), in *Manpower*, September 1970, pp. 30-32

Building New Carpenters, in *Manpower*, October 1971, pp. 13-18

Classroom Training Under the MDTA, in *1970 Manpower Report of the President*, pp. 64-66

Cutting Into the Sawmill Skill Shortage, in *Manpower*, June 1971, pp. 29-31

Data Firm Finds Answer in Ghetto, in *Manpower*, January 1970, pp. 25-28

Driving Ambition Pays Off in Jobs, in *Manpower*, April 1971, pp. 28-30

Driving to the TOP, in *Manpower*, February-March 1969, pp. 26-28

A Dropout Fights Back, in *Manpower*, September 1970, pp. 20-21

An Employer's Guide to OJT Under MDTA, April 1969, 11 pp., 15¢, o.p.

Enlisting Private Industry Cooperation, in *1969 Manpower Report of the President*, pp. 89-96

Expanding Job Opportunities, in *1972 Manpower Report of the President*, pp. 21-22

Farm Training Yields Bumper Crop, in *Manpower*, September 1969, pp. 15-19

From Reject to Recruit, in *Manpower*, July 1970, pp. 8-10

Getting Cinderella to the Ball, in *Manpower*, July 1970, pp. 11-13

"Ham and Eggs on Earth" OIC, in *Manpower*, June 1971, pp. 2-7

HIT on Target with "Instant Upgrading," in *Manpower*, May 1969, pp. 18-21

How to Train Workers on the Job, 1970 Revised, 27 pp., 25¢

Identifying Potential Dropouts, in *Manpower*, February 1972, pp. 29-32

Inner-City Negro Youth in a Job Training Project, MDTA E&D Findings No. 7, 1969, Reprinted 1971, 146 pp.

Introducing JOBS '70, 1970 Revised, 20 pp., o.p.

Japanese Cultivate U.S. Farm Skills, in *Manpower*, October 1969, pp. 20-22

JOBS '70 (proposal announcement), 1969, 92 pp., o.p.

JOBS Low-Support Employer's Proposal Package, 1970, 51 pp., o.p.

The Making of a Shrimper, in *Manpower*, December 1969, pp. 15-19

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Manpower Development and Training—Preparing People for Good Jobs, 1969, 12 pp., 15¢

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Manpower Programs in Four Cities, in *Manpower*, January 1972, pp. 8-12

Manpower Training—The Seeds of a Dilemma, in *Manpower*, January 1969, pp. 2-7

Mine Mechanics Dig Their Prospects, in *Manpower*, September 1970, pp. 14-19

Motivational Determinants of Performance in Training, Manpower Research Study Summary, 1970, 2 pp., o.p.

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New Careers for Disadvantaged in Human Service, MDTA E&D Findings No. 9, 1970, 269 pp.

New Developments in Manpower Programs, in *1970 Manpower Report of the President*, ch. 3, pp. 57-85

Occupational Training, in *1969 Manpower Report of the President*, pp. 174-180

Old Ship Launches New Lives (training ship), in *Manpower*, November 1970, pp. 21-25

On-the-Job Training Under the MDTA, in *1969 Manpower Report of the President*, pp. 89-93

On-the-Job Training Under the MDTA, in *1970 Manpower Report of the President*, pp. 63-64

Orientation, Counseling, and Assessment in Manpower Programs, MDTA E&D Findings No. 5, 1969, 19 pp.

Prevocational and Vocational Training Programs, chapter in *Breakthrough for Disadvantaged Youth*, 1969, pp. 139-177, 50¢

Project Transition, in *Manpower*, February-March 1969, pp. 12-15

Putting Labor in Work Training, in *Manpower*, December 1970, pp. 24-29

Recent Developments in MDTA Institutional Training, in *1972 Manpower Report of the President*, pp. 64-65

Sensitivity Training—Uses and Abuses, in *Manpower*, July 1970, pp. 2-7

A Special Ring of Truth, in *Manpower*, August 1969, pp. 10-13

Stronger Foundation for Construction Laborers, in *Manpower*, February 1971, pp. 18-20

"Survival" English Does the Job, in *Manpower*, December 1970, pp. 8-12

Taking the Dust Off Household Jobs, in *Manpower*, July 1969, pp. 25-28

Teacher Training Takes to the Road, in *Manpower*, May 1971, pp. 2-6

They Shape Our Ships, in *Manpower*, December 1970, pp. 13-19

Technicians: How to Grow Your Own, in *Manpower*, January 1970, pp. 8-12

Train for a Skilled Job Through Apprenticeship, 1971, poster & flyer

Training by Mail, in *Manpower*, March 1970, pp. 8-12

Training Correctional Manpower, in *Manpower*, January 1971, pp. 14-19

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Training the Hard-Core Unemployed, in *Manpower*, January 1969, pp. 28-30

Training Ideas From Britain, in *Manpower*, November 1971, pp. 19-23

Training in Private Industry—Policies, Attitudes, and Practices of Employers in Greater Cleveland, Manpower Research Monograph No. 22, 1971, 20 pp., 35¢

Training Programs, in *Manpower*, August 1971, p. 24

Training Unpolluters, in *Manpower*, May 1970, pp. 16-20

Unloading Truck Job Credentials, in *Manpower*, April 1970, pp. 28-31

Up to Now—A Chronicle of Manpower Programs, 1972, 12 pp.

Upgrade Training, in *1971 Manpower Report of the President*, pp. 49-52

Wall Street Discovers Hidden Asset, in *Manpower*, August 1969, pp. 2-5

Wigs Change Hair Styles and Life Styles, in *Manpower*, November 1969, pp. 28-30

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Work Training in Industry, February 1969, flyer

Work Training in Industry—Training Out-of-School Youth for Available Jobs, April 1969, 8 pp., 15¢

UNEMPLOYMENT

Area Trends in Employment and Unemployment (monthly), approx. 36 pp.

Causes of High Teenage Unemployment, in *1972 Manpower Report of the President*, pp. 85-88

The Employment Record, in *1969 Manpower Report of the President*, pp. 21-70

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